ASSIGNMENT 2

Textbook Assignment: "Maintenance Administration." Pages 2-1 through 2-34.

2-1. To effectively perform your duties when you are assigned to a new billet, you, as an AZ, should learn which of the following items of information?

1. The functions of the office and how the duties contribute to the overall operation
2. The name and rank of each individual in the office and how each signing official signs his/her name
3. The chain of command and the organization of the office
4. Each of the above

2-2. When handling classified matter, you should ensure it is handled and stowed in accordance with what instruction?

1. OPNAVINST 4790.2 series
2. SECNAVINST 5215.1 series
3. OPNAVINST 5510.1 series
4. SECNAVINST 5216.5 series

2-3. You have been assigned to a new office. Shortly after you begin your new duties, an AZ from an adjoining office gets into the habit of dropping in just to pass the time of day. What procedure should you use to discourage this AZ'S habit without giving offense?

1. Talk a short while, and then ask the AZ to leave because you have work to do
2. Tell the AZ you are busy, and to drop in again sometime when you are not so busy
3. Greet the AZ pleasantly, and then show by your actions that you prefer to attend to office work during working hours
4. Greet the AZ pleasantly, and then firmly say that you are too busy to talk to anyone during office hours

2-4. During slack time, which of the following publications should you read?

1. Local newspapers
2. Magazines, such as MECH only
3. Training manuals only
4. MECH and training manuals

2-5. An AZ striker must pass a typing performance test before he/she can participate in the advancement exam for AZ3. How many words a minute must the striker be able to consistently type to pass the test?

1. 15
2. 20
3. 25
4. 30

2-6. Which of the following typewriter keys is one of the home keys for your right hand?

1. S
2. D
3. K
4. E

2-7. Which of the following typewriter keys are the home keys for your left hand?

1. A,S,D, and F
2. J,K,L, and M
3. U,I,O, and P
4. A,D,F, and G

2-8. What finger is used to depress the J typewriter key?

1. Right little finger
2. Right index finger
3. Left index finger
4. Right ring finger

2-9. What finger is used to depress the K typewriter key?

1. Left index finger
2. Left thumb
3. Right thumb
4. Right forefinger

2-10. What finger is used to depress the L typewriter key?

1. Left index finger
2. Left little finger
3. Right ring finger
4. Right little finger

2-11. What finger controls the shift key on the typewriter?

1. Right forefinger
2. Right little finger
3. Left index finger
4. Right thumb

2-12. When you use a typewriter, what is the only function of the right thumb?

1. Operates the space bar
2. Controls the return key
3. Controls the correcting keys
4. Depresses the shift lock key

2-13. What finger is used to depress the B typewriter key?

1. Left index finger
2. Left forefinger
3. Left thumb
4. Left ring finger

2-14. What typewriter key is depressed with your left forefinger?

1. $, 4
2. %, 5
3. #, 3
4. *, 8

2-15. What typewriter key is depressed with your left ring finger?

1. (, 9
2. E
3. (e, 2
4. !, 1

2-16. What typewriter key is depressed with your left little finger?

1. *, 8
2. !, 1
3. %, 5
4. #, 3

2-17. Which, if any, of the following typewriter keys is depressed with your left thumb?

1. B
2. V
3. N
4. None of the above

2-18. Before you begin to type, it is very important that you are positioned correctly. How many inches from the typewriter keyboard should you position yourself?

1. 10 to 12 inches
2. 10 inches
3. 14 inches
4. 12 to 14 inches

2-19. Which of the following statements concerning the use of the shift key is correct?

1. Depressing the shift key allows the typewriter to print letters in italics
2. Depressing the shift key puts the typewriter in the lowercase mode
3. Depressing the shift key puts the typewriter in the uppercase mode
4. Depressing the shift key allows the typewriter to leave blank spaces

2-20. What feature eliminates having to keep the shift key depressed while typing a full word or sentence that consists of all capital letters?

1. The backspace bar
2. The tab key
3. The cap lock key
4. The shift lock key

2-21. What minimum percentage of the typing performance test must consist of numbers?

1. 5%
2. 15%
3. 10%
4. 1%

2-22. When you take the typing performance test, you are required to type for what minimum length of time?

1. 7 minutes
2. 10 minutes
3. 5 minutes
4. 15 minutes

2-23. The following sentence contains what total number of strokes? The AZ rate is the greatest in the Navy.

1. 43
2. 45
3. 51
4. 50

2-24. You have just completed your typing performance test. Using the equation for grading the test, what total number of words would you type if your total number of strokes were 850, and you made 5 errors?

1. 20
2. 17
3. 24
4. 12

2-25. Which of the following is the primary reason that computers are being used more and more in todays Navy?

1. To make typing faster and more efficient
2. It takes up less workspace
3. It is easy to operate
4. To simplify the storage and management of statistical data

2-26. What type of duplicating machine is most widely used by naval activities?

1. Photocopier
2. Mimeograph
3. Ditto
4. Projector

2-27. The detailed instructions concerning the transmittal of classified official correspondence are contained in the latest edition of what publication?

1. The Navy File Maintenance Procedures and Standard Subject Identification Codes, SECNAVINST 5210.11
2. The Navy Directives Issuance System, SECNAVINST 5215.1
3. The Navy Correspondence Manual, SECNAVINST 5216.5
4. The Navy Information and Personnel Security Program Regulation, OPNAVINST 5510.1

2-28. You have been authorized by the commanding officer of your activity to handle Confidential material. Which of the following statements describes the manner in which you should use this authorization?

1. You have access to Confidential information only when there is a reason for you to handle it
2. You have access to all Confidential information whenever you want to see it
3. You read all Confidential documents in your office's incoming mail
4. You classify appropriate outgoing mail from your office as Confidential/Classified material handling

2-29. You should NOT transmit Confidential material by using which of the following means?

1. Registered mail
2. Armed Forces Courier Service
3. Electric means in encrypted form
4. Guard mail

2-30. You are working in the technical
library in your squadron and are in
charge of technical directives
marked For Official Use Only. What
should you do if an officer you do
not know comes into the technical
library and demands to see one of
the directives?

1. Show it to the officer
2. Ask the officer for his/her
   clearance
3. Refer the officer to the
   security officer
4. Refer the officer to someone
   senior in the chain of command

2-31. When should routine official mail be
delivered unopened?

1. When the contents are obvious
2. When the envelope clearly
   indicates the department or
   person for whom the mail is
   intended
3. When such mail requires logging
4. When such mail requires a mail
   control form

2-32. What instruction should you refer to
if problems arise while you are
typing a standard letter?

1. SECNAVINST 5216.5 series
2. OPNAVINST 5510.1 series
3. SECNAVINST 5210.11 series
4. SECNAVINST 5215.1 series

2-33. When typing standard letters, carbon
copies on yellow-colored manifold
paper are prepared for

1. official filing
2. the "To" addressee
3. the "Via" addressee
4. the "Copy to" addressee

2-34. Which of the following is a factor
in determining the number of copies
required when typing a standard
letter?

1. The local filing practices
2. The number of "Via" addressees
3. The number of "Copy to"
   addressees
4. Each of the above

2-35. What are the left and right margins
on the first page of all naval
letters?

1. One inch for the left margin and
   one inch for the right margin
2. One inch for the left margin and
   two inches for the right margin
3. One and one-half inches for the
   left margin and two inches for
   the right margin
4. Two inches for the left margin
   and two inches for the right
   margin

2-36. When heading abbreviations of a
letter are referred to in the text
of the letter, how should they be
presented?

1. Put in parenthesis
2. Spelled out
3. Abbreviated followed by a colon
4. Italicized

2-37. Which of the following types of
symbols are used on correspondence
for reference and record purposes?

1. Standard Subject Identification
   Code (SSIC)
2. Originators code
3. Date
4. Each of the above

2-38. Which of the following instructions
contains a listing of Standard
Subject Identification Codes
(SSICs)?

1. SECNAVINST 5215.1 series
2. OPNOVINST 4790.2 series
3. SECNAVINST 5210.11 series
4. OPNAVINST 5510.1 series

2-39. If a letter is classified, the
appropriate designation is typed in
capital letters at

1. the left margin, two lines below
   the date
2. the right margin, two lines
   above the originators code
3. the left margin, two lines below
   the "subj" line
4. the right margin, two lines
   below the date

2-40. If a letter contains more than one reference, how should they be listed in the "reference" line?

1. Alphabetically
2. In the order in which they are discussed in the text of the letter
3. Chronologically by date of each reference
4. In the order in which the reference was received by your activity

2-41. You are typing a letter and the final paragraph of the text is five lines long. If you have room for only four lines of text before reaching the lower margin limit, you should type the paragraph in which of the following formats?

1. Type the last paragraph on the signature page
2. Edit the paragraph, and cut it to four lines
3. Type three lines of the paragraph on the first page and two lines on the next page
4. Type all five lines of the paragraph on the first page

2-42. Where is the signature typed or stamped on a letter?

1. In the center of the page, four lines below the last line of text
2. At the left margin, four lines below the last line of text
3. In the center of the page, six lines below the last line of text
4. At the left margin, six lines below the last line of text

2-43. When, if ever, do you number the first page of a letter?

1. When it has a classification of Secret or above
2. When it consists of more than two pages
3. When it has a classification of Top Secret
4. Never

2-44. What activity would be most likely to add an endorsement to an original official letter?

1. The activity listed on the "Via" line
2. The activity listed on the "Copy to" line
3. The activity listed on the "To" line
4. The activity listed on the "From" line

2-45. If a multiple-address letter is to be sent to two action addressees, what format should be used?

1. The first addressee is typed on the "To" line, with the other addressee listed on the succeeding line
2. A collective title is typed on the "To" line
3. The term "Distribution list" is used on the "To" line
4. The entry after the "To" may be "Distribution List Number _," without any further addressee identification

2-46. Speedletters that are prepared in message format are transmitted by what means?

1. Radio
2. Teletype
3. Telephone
4. Mail

2-47. Which of the following procedures should be followed when preparing a speedletter?

1. If necessary the margins can be less than one inch
2. Prepare a short letter in pen rather than type it
3. Single-space paragraphs with double-spaced lines between them
4. Each of the above

2-48. What means should you use when you need to send an urgent communication and speed is of primary importance?

1. Standard letter
2. Naval message
3. Speedletter
4. Airmail

2-49. The detailed procedures for the preparation of naval messages are found in the latest edition of what publication?

1. The Navy Correspondence Manual, SECNAVINST 5216.5
2. Naval Telecommunications Users Manual, NTP-3
3. The Naval Aviation Maintenance Program (NAMP), OPNAVINST 4790.2
4. The Navy Information and Personnel Security Program Regulation, OPNAVINST 5510.1

2-50. You should verify the maximum number of spaces per line on a naval message draft before forwarding it to be transmitted for which of the following reasons?

1. Naval messages must be brief
2. Communications personnel would have to alter the message draft should 70 or more spaces per line be used
3. There are only 65 line spaces on a standard typewriter
4. A communications typewriter has more line spaces than a standard typewriter

2-51. What office/person assigns the DTG number to a naval message?

1. Communications office
2. Originating office
3. Drafter
4. Releaser

2-52. Which of the following types of correspondence is used to prescribe or establish naval policy?

1. Standard letter
2. Naval message
3. Notice
4. Directive

2-53. A directive is most often written in the form of a notice when it is used to

1. establish policy
2. delegate authority
3. initiate urgent action
4. provide information on promotion opportunities

2-54. Periodic checklists are issued to activities that receive directions through the use of the Navy Directives Issuance System. What is the purpose of the checklists?

1. To group directives by their subject matter
2. To determine the currentness and completeness of the activity's directives
3. To determine what directives are in effect on a specific subject
4. To distinguish between directives of a continuing nature and directives of a temporary nature

2-55. Instructions and notices that are issued in the Navy Directives Issuance System are similar in which of the following ways?

1. They have the same force and effect
2. They provide for their own cancellation
3. They contain information of a temporary nature
4. They contain information of a continuous nature

2-56. Which of the following statements describes a procedure to be followed for the preparation of a directive containing four or more paragraphs?

1. The purpose of the directive is stated in the first paragraph
2. Any reports required in the directive are listed in the second paragraph
3. The tentative cancellation date of the directive is made in the last paragraph
4. The statement of cancellation of the directive is made in the last paragraph

2-57. In NAVAIR instruction designation 7810.2, what is indicated by the .2?

1. The first change to NAVAIRINST 7810.1
2. The second amendment that NAVAIR has issued under the subject classification number 7810
3. The second change to NAVRIRINST 7810
4. The second instruction that NAVAIR has issued under the subject classification number 7810

2-58. Which of the following numbers identifies a directive as being a notice?

1. 01540.1
2. 5440.2
3. 13420.2
4. 13440

2-59. If an original instruction is issued by an activity with the subject number 5440, and the third instruction issued by the same activity on the same subject is classified Confidential, the correct number for the third instruction would be

1. 3-5440
2. C5443
3. C5440.3
4. 5440.3

2-60. Which of the following subject identification numbers pertains to military personnel?

1. 1340
2. 10550
3. 12450
4. 13600

2-61. Which of the following factors should be used to determine the classification of documents for filing?

1. The purpose of the document
2. The manner in which similar documents are requested
3. The subject identification number under which previous documents of a similar nature are filed
4. Each of the above

2-62. You have to file some correspondence enclosures outside of your regular file cabinets because the enclosures are too large to fit properly. What procedure should you follow?

1. Use a cross-reference sheet for the regular file, and place the basic document and its enclosures together in a suitable file
2. File the basic document in the regular file, noting the location of the enclosures; file the enclosures in a suitable file, noting the location of the basic document
3. File the basic document in the regular file, and use a cross-reference sheet to indicate the location of the enclosures
4. File the basic document in the regular file, and use a chargeout record for the enclosures

2-63. Which of the following statements describes the purpose of the reports management program?

1. It ensures that correct reporting intervals are established, and that the contents of reports provide adequate data
2. It eliminates the duplication of reports
3. It ensures the most simple and direct methods for reporting, and that instructions, forms and procedures for reporting are clear and complete
4. Each of the above

2-64. You are setting up a tickler file for the maintenance department of your squadron. The order in which you should file the cards in the tickler files is determined by the

1. date the report is due
2. type of report to be issued
3. subject matter of the report to be issued
4. name of addressee of the report to be issued

2-65. In-service training is used by the command to develop those skills and experiences that are required to maintain a high state of readiness and to

1. supplement homework assignments made in formal training
2. provide formal training for all the personnel of the command
3. provide informational training for all the personnel of the command
4. meet the minimum requirements of the Personnel Qualifications Standards (PQS) and the Maintenance straining Improvement Program (MTIP)

2-66. Which of the following types of training is most clearly related to informal (on-the-job) training?

1. Performance
2. Lecture
3. Homework
4. Classroom

2-67. Which of the following training systems is used to identify training deficiencies?

1. MTIP
2. PQS
3. Formal
4. Informal

2-68. How often should required reading files be reviewed?

1. Weekly
2. Daily
3. Monthly
4. Quarterly